

## **CITY OF BURBANK**

### **FIRE CAPTAIN**

#### **DEFINITION**

Under direction, to command a Fire station and lead companies in the effective and efficient delivery of emergency services to the community during an assigned shift; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Participates in and directs personnel in fire suppression and prevention activities; responds to alarms and serves as an emergency scene commander until relieved by a superior officer; assures all activities are carried out in a safe manner; supervises and performs life saving and property protection work; operates fire apparatus or equipment; operates communication equipment; performs forcible entry; scales ladders and poles; pulls and lowers heavy loads; directs hose streams; operates chemical extinguisher; administers emergency medical services; investigates fire scenes where smoke may be present; assists in the investigation of fires to determine cause and origin; supervises fire clean-up operations; provides staff support and assistance in planning, developing, evaluating, modifying, and implementing new or existing fire prevention, public education, support services, and emergency operation programs and services; provides administrative and technical assistance to managers, City employees, and the public; makes public presentations; maintains accurate records; prepares written reports and conducts related research; inspects buildings and other installations for fire hazards; analyzes fire data and makes recommendations for corrections; enforces department rules and regulations; develops and conducts drills; implements training programs as directed; schedules, assigns, and directs maintenance of station, grounds, equipment, and facilities; inspects assigned personnel, quarters, and apparatus; selects, trains, motivates, and supervises assigned personnel; evaluates the performance of assigned personnel; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; participates in physical fitness programs; responds to emergencies when off duty and recalled; drives on City business; when assigned, serves as acting Battalion Chief.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - modern fire fighting procedures, techniques, equipment, and supplies for fire prevention, fire suppression, emergency medical services, rescue, and public education; fire hazards; principles of combustion and causes of fires; the Incident Command System (ICS); City Disaster Plan; City geography and street layout; community resources such as personnel, equipment, water supplies, and communications; building materials and methods of construction; the use of present and emerging automated services and technologies; basic mathematics; equal employment and affirmative action guidelines and policies; principles and practices of sound personnel management and supervision.
- Skill in - effectively implementing the required knowledge; the use of computers; interacting and communicating tactfully and effectively with a culturally diverse population in stressful and difficult situation; gaining cooperation through discussion and persuasion; discerning potentially dangerous situations; making independent judgements and decisions based upon the appropriate applications of policies, procedures, experiences, and training; training staff in assigned duties; fostering a teamwork environment.

## FIRE CAPTAIN

- Ability to - learn, comprehend, and apply department and fire policies, rules, instructions, laws, regulations and literature; analyze situations and adopt a quick, effective, and reasonable course of action; maintain a professional demeanor during stressful situations with respect for the rights of others; administer activities impartially within established policy; follow instructions and directions; operate a computer terminal; read, write, and communicate in English at an appropriate level; analyze and accurately interpret a variety of documents and materials and prepare clear, comprehensive, and complex reports and recommendations; maintain accurate records; make public presentations; follow standard radio broadcasting procedures of an emergency system; operate and control emergency vehicles in a safe manner under all weather conditions; work indoors in an office environment and outdoors in a variety of weather conditions while exposed to a variety of hazardous elements, including extreme heat; work in elevated or confined spaces; respond in emergency situations when off duty and recalled; function within the ICS structure; effectively supervises; resolve interpersonal conflicts, and maintain morale; clearly direct and instruct personnel in order to maintain efficient and safe emergency services; review and evaluate job performance; instruct staff on policy matters, proper safety procedures, appropriate operations and equipment; maintain physical agility and stamina to perform essential functions; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Thirty college units in Fire Science at an accredited college or university as approved by the Fire Chief, including Fire Service Hydraulics and Fire Apparatus & Equipment, (State Fire Marshal (SFM) Driver/Operator 1A and 1B may be substituted for Fire Apparatus & Equipment), completion of a SFM Fire Officer Company Certification (two units of college credit may be substituted for each SFM course within the SFM curriculum); five years of combined experience with the City of Burbank as a Fire Fighter, Fire Engineer, **OR** six years of experience with the City of Burbank as a Fire Fighter and on the current Fire Engineer's employment list, **OR** eight years of experience as a Fire Fighter and currently certified as a relief driver.

**Citizenship:** Must be a United States citizen.

**Special Conditions & Requirements:** No tobacco use on or off duty during tenure with the City, for individuals hired after April 20, 1989. Compliance with the American National Standards Institute's requirements on Practices for Respiratory Protection.

**License & Certificates:** Maintain a State of California Emergency Medical Technician (EMT) Certificate; a valid California Class "C" driver's license or equivalent with the applicable endorsement(s) required by the California Vehicle Code at time of examination.

## SUPPLEMENTAL INFORMATION

**Desirable Qualifications:** Associates of Arts (AA) degree in fire science, public administration, business administration, or related field.